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COMTREC D-31.3/5
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THE NATIONAL STANDARD FORMAT FOR BASIC IMAGERY INTERPRETATION REPORTS AND BRIEFS ON INSTALLATIONS, AREAS, AND ACTIVITIES



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WARNING

This document contains information affecting the national security of the United States within the meaning of the espionage laws U. S. Code Title 18, Sections 793 and 794. The law prohibits its transmission or the revelation of its contents in any manner to an unauthorized person, as well as its use in any manner prejudicial to the safety or interest of the United States or for the benefit of any foreign government to the detriment of the United States. It is to be seen only by personnel especially indoctrinated and authorized to receive information in the designated control channels. Its security must be maintained in accordance with regulations pertaining to TALENT=KEYHOLE Control System.

STATEMENT OF APPROVAL OF IMPLEMENTATION

The Committee on Imagery Requirements and Exploitation (COMIREX) hereby approves the National Standard Format for Basic Imagery Interpretation Reports and Briefs on Installations, Areas, and Activities. Organizations tasked under the National Tasking Plan for related third-phase Basic Support Exploitation are requested to take the necessary steps to implement this format on or before 1 July 1968.



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Chairman, COMIREX

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SCOPE

The hard copy formats discussed in this paper will be applicable to all organizations tasked under the National Tasking Plan for Basic Support Exploitation. The organizations must use these formats to the extent practicable when publishing Basic Imagery Interpretation Reports and Briefs. The organizations are encouraged to use these formats when publishing Direct Support Exploitation Reports and Briefs.

INTRODUCTION

Purpose

This document is published by COMIREX to provide standard formats for basic support exploitation for the imagery exploitation community. However, to the extent practicable, they are also designed to be machine-processable through the use of computer-based information files.

Authority

These standards and specifications have been established by the COMIREX pursuant to the provisions of DCID No 1/13 and the National Tasking Plan.

FORMAT REAPPRAISAL AND REVISION

The effectiveness of the National Standard Format for Basic Imagery Interpretation Reports and Briefs will be monitored by COMIREX. Organizations desiring to recommend changes or modifications will do so through their appropriate COMIREX member.

DEFINITIONS

The Basic Imagery Interpretation Report (BIIR) is a multisheet legal or letter size* third-phase imagery exploitation report prepared in response to a COMIREX-approved Basic Exploitation Requirement. It presents the results of a thorough analysis of all applicable imagery. The length and complexity of individual reports will be dependent upon the stated requirement.

The Basic Imagery Interpretation Brief (BIIB) is, generally, a single-sheet legal or letter size third-phase imagery exploitation report prepared in response to an approved Basic Exploitation Requirement. It presents the results of a thorough analysis of all imagery pertinent to the requirement.

*Legal size 8½ x 14 (FTD 8½ x 11)
Letter size 8 x 10½

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I. Basic Imagery Interpretation Report (BIIR) Format Instructions

A. Report Cover

The report cover, as developed and standardized by each NTP organization, must contain, as a minimum, the information set forth below (See Appendix 1 for an example).

1. Security Classification.

2. Installation and BE number or functional category name and geographical or political entity.

a. If the installation appears in the Basic Encyclopedia (BE), that name and the BE number will be used in its entirety. If the installation does not appear in the BE but is in the NIETB, the latter name will be used. If the installation does not appear in either the BE or the NIETB, an appropriate name will be provided to include the locale (as determined by the Board of Geographic Names) and function. Conventional abbreviations for geographical or political entities will be used on the cover. When deemed appropriate, a popular place name can be used parenthetically.

b. If the report addresses a functional category rather than specific installations, an appropriate name will be provided to include the functional category name and other appropriate descriptive data.

3. Report Identification and Control Data. As an aid to efficient filing, retrieval, and machine processing, the document numbering system is standardized to include the following:

a. Document Security Control Number

b. Report Identification Number (Example: BDA-07/0001/69. This identifies the publication as a brief produced by DIAAP-9 concerning ground force facilities and the first report in that functional area during fiscal year 1969.)

(1) Report Type

B - Basic Imagery Interpretation Brief

R - Basic Imagery Interpretation Report

(2) Reporting Organization

CA - NPIC

CS - CIA/IAS

DA - DIAAP-9

AC - USAIC

NG - NRTSC

FB - FTD

(3) NTP Functional Area

01 - Deployed Strategic SSM Facilities

02 - Deployed AMM Facilities

03 - Deployed Comm/Elec/Radar Facilities

04 - Deployed AAA/SAM Facilities

05 - Air Base Facilities

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- 06 - Naval Base Facilities
- 07 - Ground Force Facilities
- 08 - Deployed Tactical SSM Facilities
- 09 - Strategic Weapons Industrial Facilities
- 10 - Logistics (Military)
- 11 - General Purpose Weapons Industrial Facilities
- 12 - Logistics (non-military)
- 13 - Industrial Facilities (non-military)
- 14 - Atomic Energy Facilities
- 15 - Missile Ranges--Strategic SSM & Space Facilities
- 16 - Missile Ranges--Air Launch Facilities
- 17 - Missile Ranges--Naval Launched Facilities
- 18 - Missile Ranges--Tactical SSM Facilities
- 19 - Missile Ranges--SAM/AMM Facilities
- 20 - Commo/Elec/Radar R&D Facilities
- 21 - CBR Facilities
- 22 - Aerospace Weapons and Weapons Systems
- 23 - Naval Weapons and Weapons Systems
- 24 - Ground Weapons and Weapons Systems
- 25 - Miscellaneous

(4) Report Sequential Number

Beginning with 0001 for TK system reports and 5001 for non-system reports, these numbers will be assigned sequentially for each fiscal year, by the responsible agency within each NTP functional area.

- 4. Special Control and Handling Instructions.
- 5. Classification Downgrading Instructions.
- 6. Publication Date.

7. NTP Functional Area and geographical or political entity involved in the report.

- 8. Identification of producing agency and office.

B. Preface (when deemed appropriate)

C. Data Block. The data block will be formatted, as set forth in Appendix 2, to include the following:

- 1. Installation or Activity Name. Same as for the BE or the NIETB.
- 2. Country. The two-character country code, as set forth in DIAM-65-5, will be used.
- 3. UTM Grid Reference (based on geographic reference point identified by geographic coordinates contained in the BE).
- 4. Geographic Coordinates (from BE).
- 5. Category Code. The appropriate five-digit category code, as set forth in DIAM-65-3, will be used.

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6. BE Number. If the installation appears in the BE, that number must be used. If the installation or activity does not appear in the BE but is in the NIETB the latter interim BE number must be used.

7. COMIREX Number. When a COMIREX collection requirement number has been assigned to the installation it will be used.

8. NIETB Number. The unique number that appears only in the NIETB, and is assigned by NPIC, will be used.

9. Map Reference. The map used in acquiring image-derived geographic coordinates will be properly referenced. Entries should include the following items: issuing agency, name (optional) and number of the series, sheet number, edition, date of publication, scale, and complete classification and controls. Overruns should be indented and successive lines single-spaced.

NOTE: Map references should not exceed the classification or dissemination controls of the report.

Example: ACIC. USATC 200 Sheet 0102-9AL, 2d ed, Dec 56, scale 1:200,000 (Secret)

10. Latest Imagery Used. Date, project, and mission number used in report preparation.

11. Negation Date (if required). Date, project, and mission number used for negation.

D. Abstract. The abstract should be prepared and should furnish the reader with a brief description of the report's salient information content, not to exceed 200 words. This abstract will also be incorporated into the National Base of Imagery-Derived Information, Exploitation Product Data File.

E. Table of Contents (when deemed appropriate)

F. Report Body.* The report body will contain as many as three parts and as many sections as deemed appropriate by the production organization. All information presented must be shown under one or more of the parts outlined below.

Part I. Summary and Conclusions (Optional).

Part II. Introduction. This part will contain all information relative to Location and Identification, Environment, and Related Installations. It may be divided into specifically titled sections when the amount of information to be presented warrants separate treatment of one of the above subjects.

Part III. Basic Description. This part will contain all information relative to the physical characteristics of the installations, the operational functions observed at the installation, the status of the installation and its components, activities observed underway within the installation and information pertaining to the chronological development of the installation or its components, and all information which concerns vehicles, equipment, and other objects of a nonfixed na-

*When the report has been designated by COMIREX for publication as an interim Basic Report, the following footnote should appear on the first page of the report body:

"This report has been published as an interim Basic Report with the concurrence of (the responsible NTP organization, i.e., CIA, DIA, Army, Navy, Air Force, or NPIC)."

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ture. This includes not only the identification and count, but also the disposition and observed activity in which vehicles/equipment are engaged. Depending on the amount and complexity of the information being presented, this part may be divided into specific sections dealing with individual components of the installation, or into one or more of the following sections: Physical Features, Operational Functions, Status and Activity, Security, and Associated Objects.

G. Graphic Presentations

The report body can contain any number and type of graphics and tables consistent with the stated requirement.

H. Reference Data

1. Imagery References. These data must include a cumulative listing of the pertinent imagery used in preparing the report, and cited in accordance with the instructions set forth in Appendix 3.

2. Other References. These data must include pertinent previous imagery reports, any significant non-imagery documents and materials used in preparing the report, and cited in accordance with the instructions set forth in Appendix 3.

II. Basic Imagery Interpretation Brief (BIIB) Format Instructions

A. Cover

1. The brief cover, if used, will be formatted the same as the report cover. See Paras. IA 1-8 of the BIIR Format Instructions for detailed instructions.

B. Data Control Block

1. Same as for Report Data Block. See Paras. ID 1-11 of the BIIR Format Instructions for detailed instructions.

C. Brief Body*

1. As a general rule, the brief body will contain three sections as follows:
 - a. Summary and Conclusions (Optional)
 - b. Introduction
 - c. Basic Description

The brief body should follow the preceding outline as closely as is practicable and meaningful.

2. The brief body, in so far as possible, should contain only those graphics which, together with all other data, can be portrayed on the front and back of a single legal or letter size sheet. These graphics should conform with the stated requirement for such graphics.

D. Reference Data

1. Imagery References. See Para. IG1 of the BIIR Format Instructions for detailed instructions.

2. Other References. See Para. IG2 of the BIIR Format Instructions for detailed instructions.

*When the report has been designated by COMIREX for publication as an interim Basic Report, the following footnote should appear on the first page of the brief body:

“This brief has been published as an interim Basic Brief with the concurrence of (the responsible NTP organization, i.e., CIA, DIA, Army, Navy, Air Force, or NPIC).”

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APPENDIX 1

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NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

BASIC IMAGERY INTERPRETATION REPORT

DEPLOYED STRATEGIC SURFACE-TO-SURFACE MISSILE FACILITIES U.S.S.R.

DROVYANAYA ICBM LAUNCH SITE 1



MAY 1968

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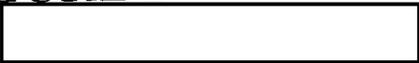
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NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

BASIC IMAGERY INTERPRETATION REPORT

DEPLOYED STRATEGIC SURFACE-TO-SURFACE MISSILE FACILITIES CUBA

SAN CRISTOBAL MRBM LAUNCH SITE 1



MAY 1968

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APPENDIX 2

DATA CONTROL PAGE
Report/Brief Data Block Format

INSTALLATION OR ACTIVITY NAME				COUNTRY	
UTM COORDINATES	GEOGRAPHIC COORDINATES	CATEGORY	BF NUMBER	COMIREX NO.	NIETB NO.
MAP REFERENCE					
LATEST IMAGE(Y) USED			NEGATION DATE (if required)		

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APPENDIX 3

Examples:

Agency	Accession No	Date	Classification/Control
CIA	811699 Film P7002 (still, Fox Movietone)	7 Nov 61	OFFICIAL USE ONLY CONFIDENTIAL

In cases where the data does not fit the prescribed format for the presentation of small-format imagery references, the entries may be made in full-line presentation with the second line indented three spaces. Examples:

Army. Enclosures to R-311-56, Sep 56 (CONFIDENTIAL). Ground Photography from Soviet Union, No 130, Moscow, 1960 (UNCLASSIFIED)

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F. Maps or Charts

Spell out fully instead of abbreviating as in data block. Maps other than that used to determine imagery-derived coordinates may be listed, as appropriate.

Example: ACIG, US Air Target Chart 200 Sheet 0102-9AL, 2d edition, Dec 56, Scale 1:200,000 (SECRET)

G. Documents

Textual information cited in the body of the report which is based on information acquired from sources other than imagery must be referenced under the heading Documents. Other published intelligence considered to augment the data presented may be listed under a separate heading entitled Related Documents. The Related Documents entry, however, should not include documents which cause a more restrictive overall classification or control than that imposed by the imagery used. Document references are numbered in the order of their appearance in the body of the text, and are listed in sequence in the References section. A document reference is indicated in the body of the report by placing the appropriate reference number in a half box immediately following the sentence to which it applies.

Example: "Collateral intelligence indicates the presence of a nuclear reactor at the site." 1 If more than one document reference applies, the references are indicated as follows: 1-3, 5/7. (No punctuation separates the document references.)

The reference citation under the heading Documents must include, in order: the issuing agency, the report letters, if any, and numbers, title, date of issue, in some instances, date of information, accession number when available, page number if necessary, and classification/dissemination controls of the document exactly as given on the original.

Examples of classified intelligence documents:

1. NPIC, R-255/64, Atomic Energy Complex, Tomsk, USSR, February 1964, Apr 64 (TOP SECRET CHESS RUFF)

2. DIAAP-1-225-4-4-66 INT, Intelligence Information Brief, The Chernayakhovsk Army Barracks South, USSR, Apr 66 (SECRET No Foreign Dissem)

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Examples of unclassified documents:

1. Jones, James. J. Electric Power Resources in the Soviet Union, Harpers, 1958 (UNCLASSIFIED)
Note: This is the standard form for citing an unclassified book and includes the author or editor, title, volume, publisher, and date.
2. Simpson, Jonathan. "Radar for Defense," Aviation Week, Vol IX, No 12, 1 Dec 59, p. 17 (UNCLASSIFIED)
Note: This is the standard form for citing an article appearing in an unclassified periodical.

D. Requirements

1. The COMIREX-approved requirement for the Basic Report must be referenced under the heading "Requirements."
2. A departmental-approval requirement, when applicable, may also be referenced under this heading. This entry is at the option of the producing organization.
3. The internal project number of the producing organization may, at the contributor's option, be entered under this heading.

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